From:	Nawn, Kathleen (DPH)
Sent:	Wednesday, July 06, 2011 12:45 PM
To:	Nassif, Julianne (DPH)
Subject:	3 east access (ad)
Attachments:	SA0010209 LSS EmployeeAccess Form in use20110520.doc; LSS FloorLab Training nonsat 20110705 2slide.pdf; LSS FloorLab TrainingEval nonsat 20110705.pdf; SA0010110 AccessAgreement Form 20101001.doc; SA0011209 SpecificLabAccessTraining Form 20101201.doc

Julie-
In order to provide Annie access to your division, please complete the attached
A. You complete- LSS Employee Access form marked for specific 3 east rooms, and return to me, asap.
B. have Annie
   1. review the LSS floor/lab nonSAT training ppt (there are 2 slides per page)
   2. print, complete the training evaluation
   3. print, complete the acceptance agreement
   4. return 2 and 3 to Kathy Nawn, room 454

Once these are returned to me, I'll enroll Annie for the 3 east rooms you have requested rooms.

I will then ask you to complete the LSS room specific training with Annie for each room she has access to.

Thanks............kathy

From: Nassif, Julianne (DPH)
Sent: Monday, June 27, 2011 2:23 PM
To: Caloggero, Dina (DPH)
Subject: RE: Sidney

Hi Dina,
She will need access to 3E, 3W, and all the rooms on 3E (306/307, 308, 309, 310, 313 and when restricted 314/ 315, 312). Same computer access as Giovanni Rosas

From: Caloggero, Dina (DPH)
Sent: Monday, June 27, 2011 2:05 PM
To: Nassif, Julianne (DPH)
Subject: Sidney

Hi Julie,

When you get a chance, can you please send me a list of which applications, network drives and rooms Sidney will need access to? My understanding is that she will be moved on 07/01. Her network rights and badge access need to be changed too.